Access to Recovery–Iowa Voucher Management System (ATR VMS) - TRAINING

Follow these steps in order to log into the ATR VMS training site:

1. Open *Internet Explorer*
2. In the browser bar, enter: **https://iaatr-training.witsweb.org/**
3. Click “Go”
4. Enter the User ID (Username) provided by the trainer
5. Enter the Password provided by the trainer (it is case sensitive)
6. Change the Password to something easily remembered
   a. The password must be at least 6 characters with at least 1 number
   b. Write down the password: _________________
7. Enter the Pin provided by the trainer (it is case sensitive)
8. Change the Pin to something easily remembered
   a. The pin must be at least 6 characters with at least 1 number
   b. The pin cannot be the same as the password
   c. Write down the pin: _________________
9. Keep this form for future reference
10. Review “Quick Reference” on Page 2

After the ATR VMS training:

1. Review ATR information at **https://iaatr.witsweb.org/p/#stay**.
2. On the ATR information site, download the ATR VMS User Guide (for Care Coordination Providers)
3. Log into the **VMS training site** at your own computer
4. Practice by entering at least 2 fake client records
5. When your agency has signed the IDPH ATR Cooperative Agreement and is ready to begin providing ATR covered services, **send an email to Julie Jones** julie.jones@idph.iowa.gov in order to obtain an account on the VMS production site. The e-mail must include:
   a. Your First and Last Name
   b. Your Agency Name

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QUICK REFERENCE FOR RECOVERY SUPPORT PROVIDERS

Step-by-step guide of regular activities completed in the ATR VMS

1	**Accepting/rejecting referrals** 1. Click "Agency" then "Referrals" 2. "Referrals In" 3. "Go" 4. "Review" 5. Change Referral Status to "Placed/ Accepted" and click "Finish"	**5**	**Adjusting / Deleting Encounters** 1. Click "Agency" 2. "Billing" 3. "Claim Item List" 4. Change "Item Status" to Blank 5. "Go" 6. "Profile"
2	**Reviewing Client Profile** 1. Click "Client List" 2. "Go" 3. "Profile"	**6**	**Encounter Data Report** 1. Click "Reports" 2. "Encounter Data" report 3. Change Release to Billing to "No" 4. "Go"
3	**Accepting the Voucher** 1. After selecting the Client Profile, on the menu, click "Voucher" 2. Click "Profile" 3. Under Administrative Actions, click "Accept"	**7**	**Billing/Payment Report** 1. Click "Agency" 2. "Billing" 3. "Payment List" 4. Enter date range 5. "Go" 6. "Profile" 7. "Export" (if desired)
4	**Adding an Encounter** 1. Click "Activity List" 2. "Encounters" 3. "Add Encounter Record" 4. Complete all Yellow Fields 5. Enter Progress Note 6. "Sign Note" 7. "Save" 8. "Release to Billing"	**8**	**Closing Voucher** 1. "Client Profile" 2. "Voucher" 3. "Profile" 4. Under Actions, "Close"

For any issues with client referrals or client vouchers, contact the client's Care Coordination provider